

# SPECIAL STUDIES PROGRAM

## Committee Members

Professor Eilis Magner (Chair)	emagner	2072/2058
<b>Faculty of Arts &amp; Sciences</b>		
<u>PVC/Deans' nominations:</u>		
Dr Adam Harris	adamh@turing	2210
A/Professor Jim McFarlane	jmcfarla	3201
<u>Staff representative</u>		
Dr Fran Rolley	frolley	2822
<b>Faculty of the Professions</b>		
<u>PVC/Deans' nominations:</u>		
Associate Professor Mary Macken-Horarik	mmackenh	3562
A/Professor Steve Tobias	stobias	2573
<u>Staff representative</u>		
A/Professor Brian Simpson	brian.simpson	3708
Mary McClenaghan, Academic Services, HRS	mmcclena	3612

# SSP: General Points

- Purpose of SSP
  - Intellectual & professional development
  - Continuous period of focus on research/scholarship and/or professional practice
  - Work on PhD or higher degree OK
  - “Normal” workload tasks should not be planned into SSP period
- Are you eligible? Mary McClenaghan can advise
  - Accrual at rate of 2 months per year, up to 12 months
  - Must return to work at UNE for same period of time after SSP, or travel grant and allowances must be repaid on pro rata basis

# Process (I)

- Application prepared and submitted to Head of School
- Head of School adds comments for benefit of SSP Committee & PVC/Dean.
- If application is not supported by the Head of School (or the PVC/Dean) – applicant has right of rebuttal prior to application going to Committee.
- Completed application submitted to Human Resource Services (HRS) – in pdf.
- Academic merit of proposed program considered by SSP Committee.
- SSP Committee forwards application to PVC/Dean, recommending:
  - unconditional approval;
  - approval with specified conditions;
  - an opportunity to revise and resubmit, OR
  - that the application should be rejected.

## Process (II)

- SSP Committee advises applicant of Committee's recommendation to PVC/Dean.
- PVC/Dean makes decision on application, taking into consideration:
  - Committee's recommendation
  - Number of SSPs school can accommodate
- PVC/Dean forwards decision to HRS with:
  - Reasons for decision for the information of the applicant and SSP Committee.
- Applicant advised of final decision on application.

# DURATION OF SSP

- Program to be taken in three month blocks, i.e. three, six, nine or twelve months.
- Normal expected duration is six months.

# What is Committee Looking For? (I)

- Logical and clear program – coherent, internally consistent, and clear academic merit
- Must clearly show how the period will support current research/scholarship and/or professional practice
- Must present an accurate and complete itinerary
  - Annual leave permitted (1 week in a 3 month period)
  - Include **ALL** dates of SSP period from start to finish (no gaps, even where annual leave is planned)
  - Too many visits to different sites not advised
  - Full details on all proposed sites, advise where incomplete
  - **Any and ALL** variations to itinerary/goals must be approved (see clauses 16.02.28 & 16.02.29)
  - Justification for choice of location required, including Armidale
  - Consider carefully planned overseas locations for DFAT warnings

# What is Committee Looking For? (II)

- Clear indications as to how teaching arrangements and research student supervision will be handled.
  - Postgraduate Supervision Arrangements form to be submitted to Research Services at least six weeks prior to SSP.
- Clearly specified publication record including e.g. refereed papers, books, conference papers with appropriate details with proper formatting/referencing.
- Include any other outputs relevant to your professional practice.

## What is Committee Looking For? (III)

- Provide clear indication of what has been achieved since last study leave, where appropriate.
- Discuss a set of REALISTIC outcomes expected from proposed program and indicate how these outcomes will be achieved; include reference to target journals, conferences, publishers, etc.
- If program is designed to permit completion of a PhD or a book, indicate the progress likely by the time SSP commences and what will be done during SSP. Chapter outlines can help here.
- Supportive comments from Head of School/supervisor.

# The Application

- Proposed program and Supporting Case:
  - General Outline
  - Proposed specific work or projects
  - Projected outcomes – list to be precise and measurable
  - How project/s will enhance your research/teaching
- Itinerary, Dates, Locations
- Publication list
- Teaching responsibilities
- Postgraduate Student Provision (initial information – to be confirmed closer to SSP on appropriate form)
- Committee responsibilities

# Financial Assistance (I)

Type of financial support	Amounts per SSP
Support for transport costs for staff member	<ol style="list-style-type: none"><li>1. Up to \$2,000 for travel (any form) in Australia</li><li>2. Up to \$4,000 for travel (any form) elsewhere overseas</li></ol>
SSP allowance	<ol style="list-style-type: none"><li>1. Staff member only: \$600 per month pro rata</li><li>2. Staff member accompanied by dependants: a further \$400 per month pro rata</li></ol>

# Financial Assistance (II)

University Travel Guidelines must be followed:

- Airfare booked through New England Travel
- A8 – signed by Head of School and PVC/Dean

# Other Things to Remember

- SSP may include pro rata annual leave (2 weeks in 6 month SSP)
- Two reports required within 2 months of completion of SSP:
  - SSP report and précis with evaluative comments by Head of School
  - Financial report detailing any outside earnings

Summary of individual outcomes achieved as reported by staff from previous year's SSP is presented annually to Academic Board

## **IMPORTANT NOTES:**

- University's right to require itinerary changes or recall to UNE where issues of well-being, safety or medical treatment arise
- Should expect freedom from University demands during SSP, including teaching and committee/administration roles
- Policy provides avenues for recovering lost time if unexpected University demands or unplanned interruptions to SSP do occur (clauses 16.02.33)

# Key Forms You Will Need to Complete

- Current policy, guidelines, forms and travel advice are available on HR's SSP information website:  
[http://www.une.edu.au/hrs/study\\_leave.php](http://www.une.edu.au/hrs/study_leave.php)
- Prior to departure, you will need to attend to the following forms:
  - Advice of Student Supervision Arrangements (where relevant)
  - University's Travel Insurance form (overseas travel only)
  - A8 (for **ALL** travel out of Armidale)
  - Overseas Travel Notice for UNE Staff
  - If you have received University funds to support SSP travel (including APF), you are required to maintain a Travel Diary of activities to clearly show when engaged in University work and when on personal leave while on SSP (this is an ATO requirement).

# Final Comments

- Write application as if it is to someone who wants to support you – serious efforts attract serious consideration
- Applications to Head of School close: **Wed, 27 May 2009**
- Applications to HRS close: **Wed, 10 June 2009**
- SSP Committee meets: **Monday, 29 June**